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REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Shirley F. Ebbesen Division of
Director Wage Determinations

Wage Determination No.: 2005-2431
Revision No.: 7
Date Of Revision: 08/27/2008

State: Oklahoma

Area: Oklahoma Counties of Alfalfa, Atoka, Beckham, Blaine, Bryan, Caddo, Canadian, Carter, Cleveland, Coal, Custer, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Harper, Hughes, Johnston, Kingfisher, Lincoln, Logan, Love, Major, Marshall, McClain, Murray, Noble, Oklahoma, Payne, Pontotoc, Pottawatomie, Roger Mills, Seminole, Washita, Woods, Woodward

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	12.27
01012 - Accounting Clerk II	13.78
01013 - Accounting Clerk III	18.28
01020 - Administrative Assistant	20.53
01040 - Court Reporter	18.46
01051 - Data Entry Operator I	10.62
01052 - Data Entry Operator II	11.59
01060 - Dispatcher, Motor Vehicle	14.94
01070 - Document Preparation Clerk	12.24
01090 - Duplicating Machine Operator	12.24
01111 - General Clerk I	11.74
01112 - General Clerk II	12.82
01113 - General Clerk III	18.00
01120 - Housing Referral Assistant	18.77
01141 - Messenger Courier	10.32
01191 - Order Clerk I	11.46
01192 - Order Clerk II	14.08
01261 - Personnel Assistant (Employment) I	13.68
01262 - Personnel Assistant (Employment) II	15.34
01263 - Personnel Assistant (Employment) III	17.79
01270 - Production Control Clerk	19.05
01280 - Receptionist	10.73
01290 - Rental Clerk	13.68
01300 - Scheduler, Maintenance	13.57
01311 - Secretary I	13.57
01312 - Secretary II	16.20
01313 - Secretary III	18.77
01320 - Service Order Dispatcher	13.19
01410 - Supply Technician	20.53
01420 - Survey Worker	14.85
01531 - Travel Clerk I	11.68
01532 - Travel Clerk II	12.36

01533 - Travel Clerk III	12.96
01611 - Word Processor I	11.75
01612 - Word Processor II	13.19
01613 - Word Processor III	14.36
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	15.64
05010 - Automotive Electrician	16.35
05040 - Automotive Glass Installer	15.47
05070 - Automotive Worker	14.08
05110 - Mobile Equipment Servicer	12.54
05130 - Motor Equipment Metal Mechanic	15.64
05160 - Motor Equipment Metal Worker	14.08
05190 - Motor Vehicle Mechanic	15.64
05220 - Motor Vehicle Mechanic Helper	11.98
05250 - Motor Vehicle Upholstery Worker	13.31
05280 - Motor Vehicle Wrecker	14.08
05310 - Painter, Automotive	14.86
05340 - Radiator Repair Specialist	14.08
05370 - Tire Repairer	12.12
05400 - Transmission Repair Specialist	15.64
07000 - Food Preparation And Service Occupations	
07010 - Baker	9.04
07041 - Cook I	8.31
07042 - Cook II	10.01
07070 - Dishwasher	7.32
07130 - Food Service Worker	7.66
07210 - Meat Cutter	12.99
07260 - Waiter/Waitress	7.05
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.86
09040 - Furniture Handler	10.36
09080 - Furniture Refinisher	14.86
09090 - Furniture Refinisher Helper	11.75
09110 - Furniture Repairer, Minor	13.31
09130 - Upholsterer	14.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.50
11060 - Elevator Operator	9.13
11090 - Gardener	11.40
11122 - Housekeeping Aide	9.56
11150 - Janitor	10.12
11210 - Laborer, Grounds Maintenance	9.58
11240 - Maid or Houseman	7.47
11260 - Pruner	9.13
11270 - Tractor Operator	10.69
11330 - Trail Maintenance Worker	9.58
11360 - Window Cleaner	10.23
12000 - Health Occupations	
12010 - Ambulance Driver	12.92
12011 - Breath Alcohol Technician	15.20
12012 - Certified Occupational Therapist Assistant	21.92
12015 - Certified Physical Therapist Assistant	18.83
12020 - Dental Assistant	13.08
12025 - Dental Hygienist	29.89
12030 - EKG Technician	20.95
12035 - Electroneurodiagnostic Technologist	20.95
12040 - Emergency Medical Technician	12.92
12071 - Licensed Practical Nurse I	13.59
12072 - Licensed Practical Nurse II	15.20
12073 - Licensed Practical Nurse III	16.95

12100 - Medical Assistant	11.35
12130 - Medical Laboratory Technician	14.30
12160 - Medical Record Clerk	11.98
12190 - Medical Record Technician	13.54
12195 - Medical Transcriptionist	11.87
12210 - Nuclear Medicine Technologist	29.31
12221 - Nursing Assistant I	8.99
12222 - Nursing Assistant II	10.11
12223 - Nursing Assistant III	11.04
12224 - Nursing Assistant IV	12.39
12235 - Optical Dispenser	13.10
12236 - Optical Technician	10.76
12250 - Pharmacy Technician	14.75
12280 - Phlebotomist	12.39
12305 - Radiologic Technologist	21.31
12311 - Registered Nurse I	23.05
12312 - Registered Nurse II	28.19
12313 - Registered Nurse II, Specialist	28.19
12314 - Registered Nurse III	34.11
12315 - Registered Nurse III, Anesthetist	34.11
12316 - Registered Nurse IV	40.89
12317 - Scheduler (Drug and Alcohol Testing)	18.84
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.53
13012 - Exhibits Specialist II	20.67
13013 - Exhibits Specialist III	24.88
13041 - Illustrator I	20.86
13042 - Illustrator II	23.06
13043 - Illustrator III	28.79
13047 - Librarian	18.93
13050 - Library Aide/Clerk	10.85
13054 - Library Information Technology Systems Administrator	17.07
13058 - Library Technician	11.07
13061 - Media Specialist I	12.32
13062 - Media Specialist II	13.79
13063 - Media Specialist III	15.37
13071 - Photographer I	12.06
13072 - Photographer II	14.88
13073 - Photographer III	17.97
13074 - Photographer IV	22.44
13075 - Photographer V	25.75
13110 - Video Teleconference Technician	13.39
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.69
14042 - Computer Operator II	15.32
14043 - Computer Operator III	18.70
14044 - Computer Operator IV	20.23
14045 - Computer Operator V	22.41
14071 - Computer Programmer I (1)	21.88
14072 - Computer Programmer II (1)	25.11
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	13.69
14160 - Personal Computer Support Technician	20.23
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	27.20
15020 - Aircrew Training Devices Instructor (Rated)	32.91

15030 - Air Crew Training Devices Instructor (Pilot)	36.20
15050 - Computer Based Training Specialist / Instructor	27.20
15060 - Educational Technologist	22.28
15070 - Flight Instructor (Pilot)	36.20
15080 - Graphic Artist	20.81
15090 - Technical Instructor	17.74
15095 - Technical Instructor/Course Developer	21.70
15110 - Test Proctor	15.76
15120 - Tutor	15.76
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.03
16030 - Counter Attendant	8.03
16040 - Dry Cleaner	10.23
16070 - Finisher, Flatwork, Machine	8.03
16090 - Presser, Hand	8.03
16110 - Presser, Machine, Drycleaning	8.03
16130 - Presser, Machine, Shirts	8.03
16160 - Presser, Machine, Wearing Apparel, Laundry	8.03
16190 - Sewing Machine Operator	10.96
16220 - Tailor	11.70
16250 - Washer, Machine	8.79
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	17.99
19040 - Tool And Die Maker	24.44
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.25
21030 - Material Coordinator	21.11
21040 - Material Expediter	21.11
21050 - Material Handling Laborer	10.95
21071 - Order Filler	11.74
21080 - Production Line Worker (Food Processing)	15.25
21110 - Shipping Packer	12.63
21130 - Shipping/Receiving Clerk	12.63
21140 - Store Worker I	13.22
21150 - Stock Clerk	16.03
21210 - Tools And Parts Attendant	15.25
21410 - Warehouse Specialist	15.25
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	21.41
23021 - Aircraft Mechanic I	20.39
23022 - Aircraft Mechanic II	21.41
23023 - Aircraft Mechanic III	22.48
23040 - Aircraft Mechanic Helper	14.81
23050 - Aircraft, Painter	17.63
23060 - Aircraft Servicer	16.76
23080 - Aircraft Worker	17.75
23110 - Appliance Mechanic	16.59
23120 - Bicycle Repairer	12.12
23125 - Cable Splicer	19.91
23130 - Carpenter, Maintenance	16.45
23140 - Carpet Layer	15.59
23160 - Electrician, Maintenance	18.93
23181 - Electronics Technician Maintenance I	17.95
23182 - Electronics Technician Maintenance II	22.61
23183 - Electronics Technician Maintenance III	25.36
23260 - Fabric Worker	15.98
23290 - Fire Alarm System Mechanic	16.94
23310 - Fire Extinguisher Repairer	15.05
23311 - Fuel Distribution System Mechanic	22.15
23312 - Fuel Distribution System Operator	17.99

23370 - General Maintenance Worker	15.49
23380 - Ground Support Equipment Mechanic	20.39
23381 - Ground Support Equipment Servicer	16.76
23382 - Ground Support Equipment Worker	17.75
23391 - Gunsmith I	15.05
23392 - Gunsmith II	16.80
23393 - Gunsmith III	18.54
23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.20
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	
18.20	
23430 - Heavy Equipment Mechanic	17.20
23440 - Heavy Equipment Operator	16.82
23460 - Instrument Mechanic	22.65
23465 - Laboratory/Shelter Mechanic	18.32
23470 - Laborer	10.03
23510 - Locksmith	16.58
23530 - Machinery Maintenance Mechanic	20.00
23550 - Machinist, Maintenance	17.20
23580 - Maintenance Trades Helper	11.98
23591 - Metrology Technician I	22.65
23592 - Metrology Technician II	23.62
23593 - Metrology Technician III	24.62
23640 - Millwright	18.54
23710 - Office Appliance Repairer	16.65
23760 - Painter, Maintenance	16.35
23790 - Pipefitter, Maintenance	19.06
23810 - Plumber, Maintenance	18.32
23820 - Pneudraulic Systems Mechanic	18.54
23850 - Rigger	18.54
23870 - Scale Mechanic	16.80
23890 - Sheet-Metal Worker, Maintenance	21.36
23910 - Small Engine Mechanic	15.49
23931 - Telecommunications Mechanic I	20.82
23932 - Telecommunications Mechanic II	21.73
23950 - Telephone Lineman	19.01
23960 - Welder, Combination, Maintenance	17.20
23965 - Well Driller	18.54
23970 - Woodcraft Worker	18.54
23980 - Woodworker	14.13
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.41
24580 - Child Care Center Clerk	12.06
24610 - Chore Aide	8.73
24620 - Family Readiness And Support Services Coordinator	11.02
24630 - Homemaker	15.64
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.39
25040 - Sewage Plant Operator	16.59
25070 - Stationary Engineer	22.39
25190 - Ventilation Equipment Tender	13.37
25210 - Water Treatment Plant Operator	16.35
27000 - Protective Service Occupations	
27004 - Alarm Monitor	12.73
27007 - Baggage Inspector	11.43
27008 - Corrections Officer	17.42
27010 - Court Security Officer	19.68
27030 - Detection Dog Handler	15.03
27040 - Detention Officer	17.42
27070 - Firefighter	21.80
27101 - Guard I	11.43

27102 - Guard II	15.03
27131 - Police Officer I	22.04
27132 - Police Officer II	24.50
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	9.42
28042 - Carnival Equipment Repairer	10.14
28043 - Carnival Equipment Worker	7.38
28210 - Gate Attendant/Gate Tender	12.73
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	15.51
28510 - Recreation Aide/Health Facility Attendant	10.39
28515 - Recreation Specialist	14.10
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	16.74
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	19.17
29020 - Hatch Tender	19.17
29030 - Line Handler	19.17
29041 - Stevedore I	18.23
29042 - Stevedore II	20.19
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	33.96
30011 - Air Traffic Control Specialist, Station (HFO) (2)	23.42
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.79
30021 - Archeological Technician I	15.46
30022 - Archeological Technician II	18.68
30023 - Archeological Technician III	23.12
30030 - Cartographic Technician	23.06
30040 - Civil Engineering Technician	24.03
30061 - Drafter/CAD Operator I	15.46
30062 - Drafter/CAD Operator II	18.62
30063 - Drafter/CAD Operator III	20.76
30064 - Drafter/CAD Operator IV	23.79
30081 - Engineering Technician I	16.46
30082 - Engineering Technician II	20.10
30083 - Engineering Technician III	22.49
30084 - Engineering Technician IV	27.86
30085 - Engineering Technician V	33.88
30086 - Engineering Technician VI	38.87
30090 - Environmental Technician	20.60
30210 - Laboratory Technician	16.28
30240 - Mathematical Technician	23.06
30361 - Paralegal/Legal Assistant I	18.67
30362 - Paralegal/Legal Assistant II	23.12
30363 - Paralegal/Legal Assistant III	28.28
30364 - Paralegal/Legal Assistant IV	34.22
30390 - Photo-Optics Technician	23.06
30461 - Technical Writer I	16.73
30462 - Technical Writer II	20.46
30463 - Technical Writer III	24.76
30491 - Unexploded Ordnance (UXO) Technician I	21.58
30492 - Unexploded Ordnance (UXO) Technician II	26.11
30493 - Unexploded Ordnance (UXO) Technician III	31.30
30494 - Unexploded (UXO) Safety Escort	21.58
30495 - Unexploded (UXO) Sweep Personnel	21.58
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	20.76
30621 - Weather Observer, Senior (2)	23.06
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.62
31030 - Bus Driver	14.66

31043 - Driver Courier	13.20
31260 - Parking and Lot Attendant	8.80
31290 - Shuttle Bus Driver	14.03
31310 - Taxi Driver	10.44
31361 - Truckdriver, Light	14.03
31362 - Truckdriver, Medium	15.85
31363 - Truckdriver, Heavy	17.70
31364 - Truckdriver, Tractor-Trailer	17.70
99000 - Miscellaneous Occupations	
99030 - Cashier	7.71
99050 - Desk Clerk	8.54
99095 - Embalmer	23.55
99251 - Laboratory Animal Caretaker I	9.96
99252 - Laboratory Animal Caretaker II	10.59
99310 - Mortician	23.55
99410 - Pest Controller	13.65
99510 - Photofinishing Worker	11.43
99710 - Recycling Laborer	11.76
99711 - Recycling Specialist	14.92
99730 - Refuse Collector	11.97
99810 - Sales Clerk	10.81
99820 - School Crossing Guard	8.17
99830 - Survey Party Chief	21.47
99831 - Surveying Aide	12.07
99832 - Surveying Technician	17.31
99840 - Vending Machine Attendant	11.50
99841 - Vending Machine Repairer	13.84
99842 - Vending Machine Repairer Helper	11.18

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.24 per hour or \$129.60 per week or \$561.60 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage

rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract

(either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the

contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.